

Jane Doe

(555) 867-5309

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SUMMARY STATEMENT

Ambitious high school student seeking part-time position where I can use my excellent people skills to aid customers and prepare for a career in customer relations.

EDUCATION

Generic High School, City, class of 2023 (3.5 GPA)

VOLUNTEER WORK

Humane Society – Phone Banking Volunteer (December 2021 - May 2022)

- Dialed a list of contacts and recruited people to support our organization.
- Educated the public about what our organization does and why it's important.
- Engaged in meaningful conversations with our contacts so they would be more likely to become regular donors.

EXTRACURRICULARS

- Marching band (2019 - present)
- Soccer team (2021 - present)
- Yearbook committee (2022 - present)

SKILLS

- Attention to detail
- Basic HTML
- Conflict resolution
- Customer service
- Microsoft Office
- Phone etiquette
- Problem solving
- Teamwork
- Time management

REFERENCES

Available upon request.